

**Corrected Minutes(1-24-01):  
Process Standardization Working Group Meeting**

Wednesday, January 3, 2001, 9:00 a.m. – 4:00 p.m.  
Salt River Project - 1600 North Priest Dr., Tempe, Arizona 85281  
Flagstaff Conference Room

	<b>Topic</b>	<b>Lead</b>	<b>Anticipated Outcome</b>	<b>Att.</b>
1	Welcome, Introductions, Sign-In, and Approval of Minutes	Evelyn Dryer	Ms. Dryer welcomed participants to the full group session of the Process Standardization Working Group meeting. A sign-in sheet was circulated. Participants introduced themselves. Minutes from the December 4, 2000 meeting were approved with one correction to a misspelled name.	
2	Issue 78 Subcommittee status Report and Recommendations	John Wallace	Mr. Wallace reported that the Issue 78 meeting did not meet due to low attendance.	
3	Discussion on issue 86	Evelyn Dryer	ACC Staff reported that the known conflicts between UDC tariffs and R14-2-1606(C)(6) would be handled by the ACC on a case by case basis. Barbara Klemstine asked for clarification. Barbara Keene communicated that if a complaint is raised the ACC will address at that time. There were no other comments.	
4	Discussion on issue 88 Alternative ways to address customers keeping their DA IDR meters in place when returning to Standard Offer.	Evelyn Dryer	This item appeared on this agenda in error. Since there were no participants that had come to discuss this issue, the item was deferred. <b>This issue will be added to the list of future work and prioritized with all other remaining work to be completed at the next Large Group Policy meeting.</b>	
5	Discussion on Posting beginning and final data by the MRSP	Evelyn Dryer	The participants reviewed the proposed requirements presented by the Metering group at the December 4, 2000 Policy meeting. There were no objections to the proposal for posting final/beginning meter data. Minor changes for clarifications were made to the document (see attached). The group agreed to the proposed requirements. Next steps will be to incorporate these requirements into the VEE and Metering Business Rule documents.	1
6	Waiver for 210 section of the Rules	Evelyn Dryer	Participants were not prepared to discuss changes to the waiver addressing section 210 of the Competition Rules. <b>This issue will be added to the list of future work and prioritized with all other remaining work to be completed at the next Large Group Policy meeting.</b>	
7	Action item report from Evelyn Dryer regarding the update from Staff on the posting of approved PSWG documents on the ACC website	Evelyn Dryer	Evelyn reported that she and Deb Scott will get together and discuss the presentation of documents on the ACC website. If any participants are interested in being involved in the discussion, please contact Evelyn.	

The group had a discussion about the confusion of what has been approved by the ACC. Barbara Keene confirmed that the DASR Handbook and EDI 867 have not been approved by the Utilities Director.

**((Correction made: removed Operating Procedures from the above list of documents not approved by the Utilities Director))**

Evelyn will ask Deb to attend the next meeting to discuss how we get standards approved by the Utilities Director.

Paul Michaud suggested that all submitted state standards be in the same docket so Participants know where all documentation is.

Jack White asked for clarification from Staff on how business will take place during the appeal process. Barbara Keene and Paul Michaud verified that during the appeal process it is business as usual. Paul recommended that Staff put out a statement regarding the current state of Judge Campbell's order and the ACC's position etc.

8	Review Ground Rules & PSWG Structure	Evelyn Dryer	<p>The group reviewed the original ground rules and made changes (see attached). The group also discussed restructuring the PSWG to be more effective.</p> <p>The group also reviewed a written proposal (provided by Barry Scott – see attachment 3) for the re-structuring on the PSWG. The proposal recommends the formation of a Large Group (LG) that reviews and discusses <u>all</u> issues. If after 1-hour there is no consensus, a working group (WG) will be formed to complete the task in a specified period of time and report back to the LG. The group agreed a trial period of 6 months is appropriate. <b>The group will review revised Ground Rules and PSWG structure at the January 11, 2001 meeting and vote on implementation if necessary.</b></p> <p><u>Discussion Notes:</u></p> <p>Paul Michaud (Martinez &amp; Curtis / Navopache)– suggested having a one day meeting that covers all subgroups (billing, metering, VEE, Policy etc) for 2 hours ending with Policy meeting. This would allow updates to be made the day of the discussion so other groups can be aware of them ASAP.</p> <p>Barry Scott (SSVEC) – suggested instead of having standing work groups have more issue related assigned groups. Have a task oriented meeting. Barry suggested the need for more management control in an effort to stick with a topic and resolve rather than passing it back and forth. Having a gatekeeper for the issues that establishes a task force who assigns and manages the issue to completion will be more effective.</p> <p>Janet Henry (AXON) – suggested adding a place in the minutes to identify new issues. Janet believes if we follow Paul's suggestion, we will get more outside participation.</p> <p>Shirley Renfro (Pinnacle West) – Concerned about having low /no participation by competitive providers and meeting our #1 operating principles to consider all stakeholders interests.</p> <p>John Wallace (GCSECA) – suggested the development of a quorum to have a meeting i.e. a specific number of competitive and UDC parties present in order to conduct the meeting. (Similar to the DSTAR structure)</p> <p>Jenine Schenk (APS) – questioned how the outstanding items (i.e. meter testing) will be handled if we go with Barry or Paul's suggestion. Evelyn suggested we use the term "task" rather than issue so it's clear the narrowly focused groups can work on processes as well.</p>	2 & 3
9	Future Work	Evelyn Dryer	Due to time, this item was deferred to the next Policy meeting on January 11, 2001.	
10	Prioritize tasks for subgroup	Evelyn Dryer	Due to time, this item was deferred to the next Policy meeting on January 11, 2001.	
11	New Issues	Evelyn Dryer	<p>No new issues were identified.</p> <p>Ken Bagley (RW Beck) gave a brief update on the DSTAR progress.</p>	
12	Meeting Evaluation	Evelyn Dryer	The group provided feedback.	
13	Set Next Agenda	Evelyn Dryer	The group set the next agenda.	
14	Adjourn Meeting	Evelyn Dryer	The meeting was adjourned.	

PARTICIPANTS AT JANUARY 3, 2001  
POLICY MEETING  
SRP – FLAGSTAFF CONFERENCE ROOM ISB BUILDING

Name	Organization
Aguayo, Stacy	APS
Bagley, Ken	R.W. Beck / Citizens
Brandt, Jana	SRP
Brown, Debbie	SRP
Dryer, Evelyn	TEP
Henry, Janet	Axon
Keene, Barbara	Commission Staff
Klemstine, Barbara	APSES
Langford, Ken	City of Mesa
McArthur, Stephen	Mohave Electric
Michaud, Paul	Navopache
Nuszloch, Larry	SRP
Pichoff, Darrel	KR Saline & Associates
Renfroe, Shirley	Pinnacle West
Scott, Barry	SSVEC
Schenk, Jenine	APS
Starks, Ed	TEP
Taylor, Judy	TEP
Torkelson, LeeAnn	R.W. beck
Wallace, John	GCSECA
White, Jack	SRP
Zimmerman, Mike	New West Energy

**Agenda:**  
**Process Standardization Working Group Meeting**

**Thursday, January 11, 2001, 9:00 a.m. – 4:00 p.m.**

SRP Project Administration Building (PAB)  
1521 N. Project Drive  
Tempe, AZ 85281-1298

Mohave East Conference Room

**Directions:** Located on the east side of Project Drive between Washington & Van Buren Streets, east of Priest Drive (Galvin Parkway). The Hall of Flame and Phoenix Municipal Stadium are across the street, on the west side of Project Drive

	<b>Topic</b>	<b>Lead</b>	<b>Anticipated Outcome</b>	<b>Att.</b>
1	Welcome, Introductions, Sign-In, and Approval of Minutes	Evelyn Dyer	Ms. Dyer will welcome participants to the full group session of the Process Standardization Working Group meeting. A sign-in sheet will be circulated. Participants will introduce themselves. Minutes from the January 3, 2001 meeting will be approved.	
2	Report from Deb Scott	Deb Scott	Report on how PSWG processes are approved by the ACC as well as an update on the ACC appeal to Judge Campbell's decision	
3	Review Ground Rules	Evelyn Dyer	The group will review the revised ground rules and PSWG structure. The group will vote on ground rule revisions and PSWG structure.	
4	Review Change Control	Evelyn Dyer	The group will review the original Change Control Process and suggest changes.	
5	Future Work	Evelyn Dyer	The group will discuss and prioritize future work.	
6	New Issues	Evelyn Dyer	New issues will be identified.	
7	Meeting Evaluation	Evelyn Dyer	The group will provide feedback.	
8	Set Next Agenda	Evelyn Dyer	The group will set the next agenda.	
9	Adjourn Meeting	Evelyn Dyer	The meeting will be adjourned.	